Time Evaluation Error Report

QUICK REFERENCE GUIDE

Use this procedure to display the error messages resulting from the Time Evaluation.

PT_ERL00

Perform this procedure after timesheet information has been keyed and scheduled time evaluation has run. Time Evaluation runs at 8:00a.m., 10:00a.m., 12:00p.m., and 2:00p.m.

- **Time evaluation will only process approved time for an employee.**
- **After time evaluation, you may verify the results.**
- **Always view the Time Evaluation Error Messages report to ensure that Time Evaluation has processed error free prior to pre payroll and final payroll.**
- **Time Evaluation will be executed prior to payroll runs by the Personnel Cabinet.**

Prerequisites:

- **Employee must be active in KHRIS**
- **You must have access to the employee**
- **Time entries have been entered and approved**
- **Time evaluation has processed**

Enter the Transaction code (**PT_ERL00**) in the command field

Click the **green check**

Time Evaluation Messages Display

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Further selections	➡️	Search helps	➡️	Sort order

Period

- ○ Today   ⊙ Current month   ○ Current year
- ○ Up to today   ○ From today
- ○ Other period

Data Selection Period		To	
Person selection period		To	

Payroll period

Selection

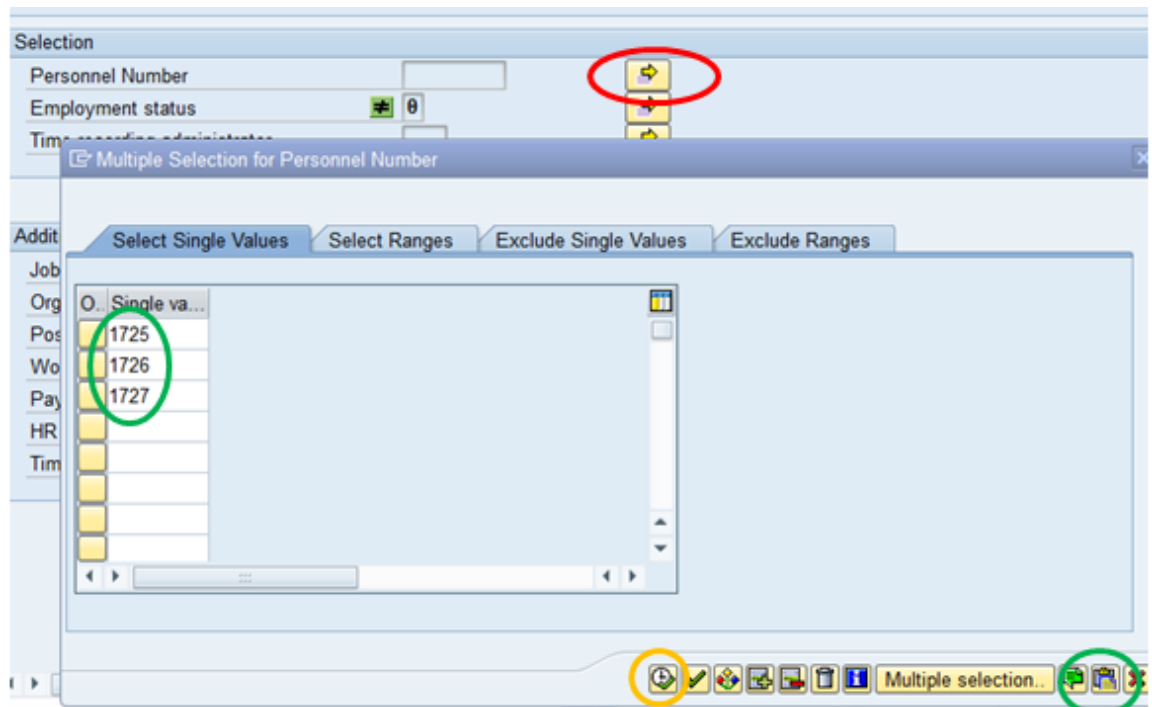| Personnel Number	2113 🔲	➡️
Employment status		➡️
Company Code		➡️
Payroll area		➡️
Pers.area/subarea/cost center		➡️
Employee group/subgroup		➡️

Select the period to run the report by slecting **Current month** radio button from the "Period" section. You can choose other sections if needed.

Enter the **PERNR** you want to run the time evaluation report in the Personnel Number field.

To enter more than one PERNR you can use the Multiple Section Option, as described below.

Click the **multiple selection arrorow** to the right of the "**Personnel Number**" field in the **Selection** section. This will open the **Multiple Selction for Personnel Number** window.

Enter the **PRNRs** that need to be changed.

- PERNRs can also be copied from a spreadsheet and pasted using the **Upload from clipboard** button.

Click the **copy** button. This will close the **Multiple Selction for Personnel Num**ber window.

Click the **Execute** button.

If you have any errors review the error and make any changes needed prior to payroll.

ERRORS MAY CAUSE THE EMPLOYEE NOT TO BE PAID